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18 APR 1962

MEMORANDUM FOR: Director of Security

SUBJECT : Office of Security Statistical Report for  
MARCH 1962

1. The attached tables and charts reflect some of the activities of certain components of the office during MARCH 1962.

2. The statistics in the tables are compiled by the component concerned and refer to the current month.

3. The charts are prepared in this office from the statistics in the tables and afford a means of comparing the various accomplishments, workloads, and activities from the beginning of the current fiscal year to date.

4. Following are noteworthy items for the month:

a. Major General Marshall Carter USA was appointed DDCI.

b. Pursuant to a recommendation of the Kirkpatrick Committee and at the direction of the DCI action was commenced to set up in the Office of Security a central registry for all special security clearances in the government.

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c. [REDACTED] was appointed as the O/S member of an ADP survey team composed of a representative of ADP Staff and an outside consultant to make a comprehensive analysis in O/S toward the conversion of records to automatic data processing.

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d. A Policy Committee composed of 25X1A9a  
Chairman, and 25X1A9a  
members, was appointed by the Director  
of Security to guide the ADP Survey Team in policy matters.

e. A new Security Patrol Manual and roster was  
published making appropriate changes in the Patrol consistent  
with occupancy of the New Headquarters Building.

f. New office hours from 9 A. M. to 5:30 P. M. were  
commenced on 5 March by the Office of Security along with  
the other offices of DDS.

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Executive Officer

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